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30 April 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report

25X1A9a Separate briefings on Technamation and Student Responding
25X1A9a Systems were given to Mr. [REDACTED] Acting Chief, Language School
and to Messrs. [REDACTED] of the Office of Computer
Services.

25X1A9a [REDACTED] expressed a strong interest in Student Responding
Systems with an eye toward using them in connection with Language
Proficiency Testing.

25X1A9a [REDACTED] was interested in Technamation as well as Student
Responding Systems. He is in the process of ordering the materials
and equipment necessary for his office to utilize the Technamation
technique. He also intends to contact the Office of Communications
regarding the procedure for acquiring an Instruction Analyzer System
(the automatic electronic Student Responding System).

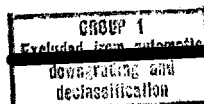
25X1A9a Initial assistance was given to the Misses [REDACTED] and
25X1A9a [REDACTED] in preparation for using the Student Responder Unit
in Clerical Orientation.

A. ADMINISTRATIVE TRAINING

25X1A9a 1. Mr. [REDACTED] is at [REDACTED] for the week of
25X1A6a 26 April conducting a special course in Type II Property Accounting
for a group of 17 [REDACTED] personnel.

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2. Support Services Review: Trends and Highlights is in progress [REDACTED] Mr. [REDACTED] is preparing to take over the management of this course from [REDACTED]

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is also [REDACTED] to learn the special requirements associated with the conduct of the course.

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3. Mr. [REDACTED] contacted the Senior Training Officers to learn how many technical officers would be interested in attending an in-house training course similar to the "Procurement and Management Seminar for Engineers and Scientists" conducted by the [REDACTED] House. As a result of Mr. [REDACTED] inquiry, [REDACTED] has written a memorandum to Support Directorate Training Officers describing the proposed course and asking that they inform OTR of their estimates of the number of potential students.

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4. [REDACTED] attended the Records Management and Information Retrieval Seminar given by the Tab Products Company on 22 April 1971. The purpose of this seminar was to report on the newest ideas in records management -- its systems and operation. Included among the presentations were a discussion of the advantages of open-shelf filing and the resulting economy, illustrations of new types of filing equipment, and an emphasis on attractive appearances of filing cabinets and shelves.

B. MANAGEMENT TRAINING

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1. Twenty-two males are enrolled and have been briefed for the Senior Management Seminar (Planning) to be held [REDACTED] 2 - 7 May. All will go by car. The instructor will be [REDACTED] of Educational Systems and Designs.

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There is one each in grades GS-17, GS-14 and SPS-3; two in grade GS-16 and seventeen in grade GS-15.

2. Nine females and twenty-three males were enrolled in the Supervision course, 10 - 14 May, at close of registration on 28 April. Grades run from GS-05 through GS-12.

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3. The "Open" Grid, 23 - 28 May [REDACTED] has forty-five students (three females) enrolled at close of registration, 28 April. Grades range from GS-07 (two) through GS-16 (one).

MEDC

1. The MAG Panel scheduled for Thursday, 29 April, will consist of one member from each Directorate and one from the DCI's office. The members are [REDACTED], SB Division; [REDACTED] OBGI; [REDACTED] OP; [REDACTED] DDS&T, and [REDACTED] DCI.

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2. Mr. [REDACTED] had to cancel his presentation on the USIB, which was scheduled for Friday morning, 23 April. We will reschedule his talk during Phase III if time permits.

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3. Since Carl Duckett was unable to come [REDACTED] to lead off the S&T segment of the course he has agreed to come to the Executive Dining Room on Monday, 3 May, between 1730 and 1930 where a combination reception/informal discussion will be held for him.

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[REDACTED]
Chief, Support School, OTR

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